



**Child Care Planning Council of Sonoma County
Executive Committee Meeting**

Wednesday, August 24, 2022

11:30 am to 1:00 pm



Meeting locations: 5340 Skylane Blvd, Santa Rosa, CA 95403 (main location)
19675 8th St E, Sonoma, CA 95476
207 Maria Dr, Petaluma, CA 94954

The mission of the Child Care Planning Council of Sonoma County is to convene and inspire the community through collaboration, leadership, and advocacy to promote and plan for quality child care and development for the benefit of all children (primarily birth to 12), their families and Sonoma County.

AGENDA

**Action Item (Action may also be taken on any item on the agenda)

Approximate Time	Item #	Agenda Item	Objective	Process
11:30 am	1.	Call to Order**		Call to order. Establish Quorum
11:35 am	2.	Approval of Agenda**	Agreement on topics for the meeting.	Unanimous Consent action item, unless there are changes.
11:38 am	3.	Approval of June 22, 2022, Executive Committee meeting minutes**	Approve the record of the previous meeting.	Unanimous Consent action item, unless there are changes.
11:40 am	4.	Public Comment on Non-Agendized	Allow input from non-members on	Public speaks

Materials related to an item on this agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the CCPC office at 5340 Skylane Blvd, Santa Rosa, CA, during normal business hours. For disability accommodation, please contact us at (707) 524-2639.

CCPC • Sonoma County Office of Education

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Approximate Time	Item #	Agenda Item	Objective	Process
		Items	any topic related to the mission of CCPC.	
11:45 am	5.	2021/2022 End of Year Budget Revisions**	Approve end-of-year budget revisions	Review, discuss, vote Motion, Roll Call Vote
11:50 am	6.	Our Kids Our Future**	Discuss supporting the Our Kids Our Future initiative.	Review, discuss, vote Motion, Roll Call Vote
11:55 am	7.	Personnel discussion**	Share information and discuss personnel.	Review, discuss, vote Motion, Roll Call Vote
12:05 pm	8.	Program Assistant job description	Discuss and approve revisions to job description.	Review, discuss, vote Motion, Roll Call Vote
12:10 pm	9.	CCPC Member Survey and 2022/2023 Planning	Review CCPC Member Survey results and plan for 2022/2023 (hot topic presentations, work groups, standing committees, Chair-elect recruitment).	Review, discuss, and plan.
12:20 pm	10.	2022-2027 Child Care Plan	Review the 2022-2027 Child Care before submitting it for approval to the Board of Supervisors.	Review and discuss
12:50 pm	11.	September 2, 2022, Council meeting	Planning for the September 2, 2022 Council meeting.	Discuss the next Council meeting.
12:55 pm	12.	The next Executive Committee meeting is scheduled for September 28, 2022, from 11:30 am to 1 pm.	Confirm the next meeting date and time and ongoing meeting schedule.	Discuss

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Approximate Time	Item #	Agenda Item	Objective	Process
1:00 pm	13.	Adjourn**		

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Agenda Development and Meeting Strategies:

- Expect people to read the agenda information ahead of time and provide history and context at meetings before each item
- Provide pros and cons when presenting an issue and before voting
- When reporting recommendations, report if there are strong dissenting opinions
- Reduce the number of action items on the agenda; allow enough time and provide enough information
- When presenting revisions to or new Protocols, provide a summary of context/rationale/explanation.
- Consider small-group discussions, “Open Space” format, etc.
- Consider the switch of Co-Chair facilitator for discussion participation
- Leave enough time for member announcements
- Have Public Policy issues on the agenda only when needed

Activity	Action Items
Solicit Hot Topic suggestions regularly from membership	Administer Workforce Development and Quality Improvement Programs including QCC Workforce Pathways, QCC CSPP Block Grant, IEEEE, TALLK, and Shared Services Alliance.
Ensure timely inclusion of a broad range of critical issues in Hot Topics/Public Policy discussions, including impact on ECE of current political/economic decisions	Continue to solicit feedback per Meeting Feedback Forms. Survey members to solicit and rank Hot Topic suggestions.
Develop a response to proposed budget cuts with funding priorities and proposed legislation	Plan the annual Hot Topic calendar and revise it as needed. Include Public Policy items on the agenda as needed. The coordinator reports on current political/economic decisions as needed.
Promote Child Care Plan	Collaborate with the standing committees and workgroups and provide support as needed.
Hold regular CCPC meetings.	Assess input from members, and develop strategies to address issues raised regarding committee reports, feedback forms, amount of content on the agenda, follow-up on issues presented/discussed, meeting facilitation and diverse opinions, and Hot Topics

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